

Document Associations

From time to time, it will be necessary to refer to a document, that has already been filed in a case. Such an instance would be an objection to a motion.

This chapter will cover:

- Referring to an Existing Document

5.1

Referencing an Existing Document

If your filing refers to another document which has already been filed in the case, you will get the following screen: (Figure 1)

If you fail to place a check in the box on this screen, other necessary screens will not appear that allow you to create the link to an existing document.



*It is very important to create a **link** if your document references one that already exists on the docket. Such as a Notice of Hearing must be linked to the motion to be heard or an Objection to a Motion for Relief should be linked to the original Motion for Relief that is already on the docket sheet. These links will enable orders to be entered correctly as well as facilitate chambers in reviewing and hearing cases.*

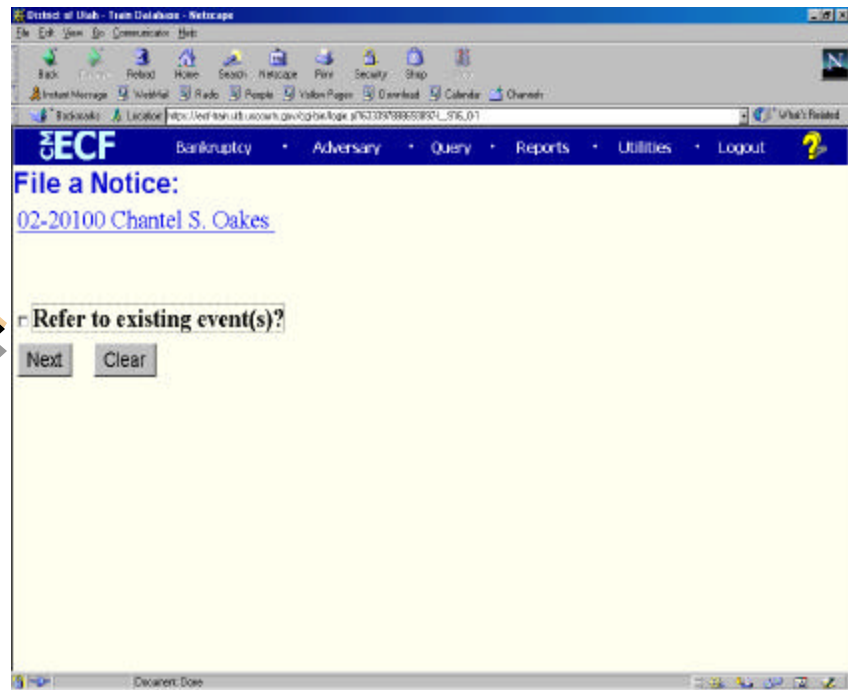


Figure 1

At this point, you will need to create an association to the previously filed document. The following steps will help you select the right document and create a link to that document that will appear in the final docket text.

STEP 1 Place a checkmark in the checkbox, and click on the [Next] button.

STEP 2

You will get a screen with a number of document types (see Figure 2). This list will help you to find the related document by trying to guess what type (or category) the document may be under. By selecting one (or more) categories you are able to minimize your search for the related document. You may select more than one category (or all categories) by holding down the [Ctrl] or [Shift] keys.

After selecting the category you think your document is under, click [Next].

By highlighting all categories the entire docket sheet will be displayed. This is useful for review or if you are unsure of the category. If you don't find the document after only selecting one category, click on the back button (in the top left corner) and try another category.

Select the category to which your event relates.

court
creditord
generic
misc
motion
notice
order
plan
trustee
utility

Filed to

Documents to

Next Clear

*The **Filed** field allows you to further minimize your search by entering a date and the **Documents** field allows you to identify your related document by the document number assigned by the court.*

Figure 2

STEP 3

Now select the appropriate motion that you wish to create an association to by clicking on the box that corresponds to the motion (see Figure 3). If there is more than one possibility, click on the document number hyperlink to view the image associated with that motion. To view an image you will be taken to the PACER login screen and charges will apply.

STEP 4

Once you have selected the motion, click on [Next] to continue with your filing.

Pay close attention to what you are linking your document to. If you are entering a Motion for Entry of Judgment/Order, do not link it to the hearing scheduled for the motion, just the motion. Or if you are entering an Amended Hearing, link the amended hearing back to the motion to be heard, not the previously scheduled hearing.

If you are unsure call the court for instructions.

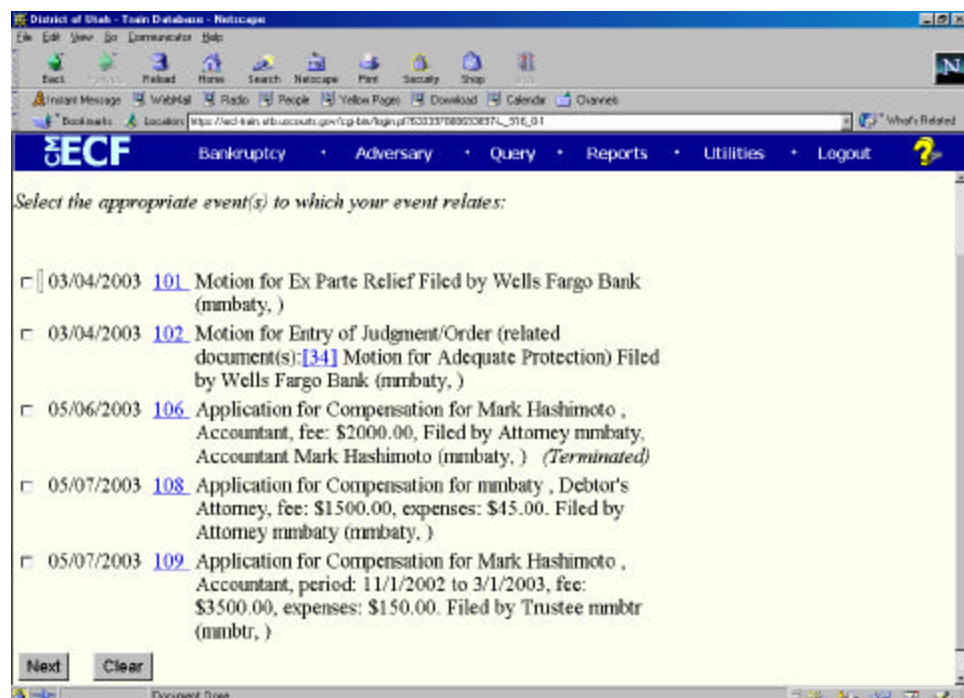


Figure 3